

**SELF ASSESSMENT QUIZ: Discover whether or not you're in the drivers seat of your business, or if you're a passenger along for the ride! There's only one way to find out!**

| <b>STEP 1 - DISCOVER YOUR WHY &amp; GET ON TARGET</b>   | <b>YES</b> | <b>NO</b> |
|---|------------|-----------|
| I CAN DESCRIBE MY PERFECT BUSINESS  |            |           |
| I KNOW WHAT I WANT MY BUSINESS TO DO FOR ME   |            |           |
| I AM VERY CLEAR ON WHAT I WANT MY ROLE TO BE IN MY BUSINESS   |            |           |
| I KNOW WHY I DO WHAT I DO ON A DAILY BASIS AND I HAVE A CLEARLY DEVELOPED BUSINESS PURPOSE  |            |           |
| I HAVE A CRYSTAL CLEAR PICTURE OF WHAT I WANT MY BUSINESS TO LOOK LIKE 5-10 YEARS INTO THE FUTURE   |            |           |
| I HAVE CLEARLY DEFINED GOALS WITHIN MY BUSINESS SUPPORTED BY TARGETS OR MILESTONES  |            |           |
| <b>STEP 2 – REFINE YOUR SYSTEMS AND GET ORGANIZED</b>   | <b>YES</b> | <b>NO</b> |
| I HAVE A COMPLETE UNDERSTANDING OF THE CURRENT STRENGTHS, WEAKNESSES, OPPORTUNITIES, THREATS AND SUCCESSES OF MY BUSINESS                                     |            |           |
| I CLEARLY KNOW MY BUSINESS TOP 20 TASKS THAT MUST BE PERFORMED THE SAME WAY EVERY TIME TO PRODUCE CONSISTENT RESULTS  |            |           |
| I KEEP A LIST OF EVERYTHING THAT ISN'T WORKING IN MY BUSINESS SO I KNOW WHAT NEEDS FIXING   |            |           |
| I CATEGORIZE AND PRIORITIZE MY TOP 20 TASKS AND ACTIVITIES AS WELL AS THE ITEMS IN MY BUSINESS THAT NEED FIXING   |            |           |
| I HAVE A LIST OF ALL THE SYSTEMS AND PROCESSES THAT I NEED TO CREATE IN MY BUSINESS, OR THAT I HAVE CREATED   |            |           |
| <b>STEP 3 – IMPLEMENT BUSINESS MANAGEMENT FRAMEWORKS</b>  | <b>YES</b> | <b>NO</b> |
| I KNOW WHAT MY PRIORITIES ARE AS THE OWNER OF MY BUSINESS   |            |           |
| I HAVE DRAFTED AN ORGANIZATION CHART AND POSITION DESCRIPTIONS FOR KEY POSITIONS IN MY BUSINESS   |            |           |
| I HAVE AN OPERATIONS MANUAL FOR ROUTINE SYSTEMS AND PROCESSES   |            |           |
| I HAVE A WAY OF IDENTIFYING IF MY SYSTEMS AND PROCESSES ARE ACTUALLY WORKING  |            |           |
| I HAVE A CONSISTENT METHOD FOR DOCUMENTING MY WORKING PROCEDURES AND EVERYONE IN MY BUSINESS IS AWARE OF THIS   |            |           |
| I HAVE A REPORTING SYSTEM WHEREBY I CAN MONITOR AND MEASURE THE HEALTH OF MY BUSINESS   |            |           |
| <b>STEP 4 – VALUE EMPLOYEE ENGAGEMENT AND BUY IN</b>  | <b>YES</b> | <b>NO</b> |
| I DEMONSTRATE LEADERSHIP VALUES IN MY BUSINESS ON A DAILY BASIS AND AM A CHAMPION OF CHANGE   |            |           |
| I HAVE A SYSTEM IN PLACE WHEREBY I CAN EFFECTIVELY COMMUNICATE AND ENGAGE WITH MY EMPLOYEES   |            |           |
| I USE MOTIVATION AND REWARD BENEFITS TO MAKE MY BUSINESS A BETTER PLACE TO WORK   |            |           |
| I HAVE A RECRUITMENT PROCESS THAT PRODUCES FAULTLESS RESULTS EVERY TIME   |            |           |
| I HAVE AN INDUCTION AND TRAINING PROGRAM THAT EMPLOYEES RAVE ABOUT  |            |           |
| <b>STEP 5 – ENHANCE AND IMPROVE YOUR BUSINESS PROCESSES</b>   | <b>YES</b> | <b>NO</b> |
| I KNOW THE 6 ESSENTIAL QUESTIONS TO ASK IF I WANT TO IMPROVE A PROCESS  |            |           |
| I KNOW HOW TO PREPARE A BASIC FLOW CHART OF A PROCESS I WANT TO IMPROVE SO I CAN SEE WHERE THE PROBLEMS ARE   |            |           |
| I HAVE USED TRIED AND TESTED SIMPLIFICATION AND STREAMLINING TECHNIQUES TO IMPROVE MY PROCESSES IN THE PAST   |            |           |
| IN THE PAST I HAVE SUCCESSFULLY IMPLEMENTED AND ROLLED OUT NEW PROCESSES WITHOUT CAUSING MASS PANIC   |            |           |
| IN MY BUSINESS EVERYONE IS CONSTANTLY LOOKING FOR BETTER WAYS OF DOING THINGS SO THAT WE CAN DO IT FASTER, BETTER AND CHEAPER WITHOUT COMPROMISING ON QUALITY |            |           |

## Out of a possible score of 27.....did you score.....

### ***Less than 5***

Whoaaa, bad news, for you. You're hitching a ride in the seat of your business control room. You're not sure where you're going and you don't know how to get there. You are constantly struggling, fighting fires in your business and have trouble focusing on what needs to be done. I'm guessing you also have trouble making decisions. You probably know that you need help and feel too overwhelmed with even knowing where to start. You're might have technical expertise in an area and struggle with letting it go to focus on the business side of things. Your so caught up in the day to day running of your business there is no time or energy left to focus on yourself let alone growing your business. Verdict: Passenger

### **What you need to focus on:**

- Creating a picture of what you want your ideal business to look like
- Identify what you want your business to do for you
- Getting clear on what you want your role to be in your business
- Craft your "WHY Statement"
- Craft you VISION Statement

### ***Between 5 and 10***

Things are ticking along in your business and its looking OK. You appreciate the value of systems and processes and understand that they are necessary to run a successful business. What you struggle with though is following through and taking action on creating the systems that you know you need to create. You probably have a number of systems in your business already, but they may not be working efficiently, and probably not all of them are documented. You have a reasonable idea of where you're going in your business and what you need to do to get there, you just need to realize you can't do it all on your own. Verdict: You're in the driver's seat, but just!

### **What you need to focus on:**

- Work out what your top 20 routine tasks
- Creating a list of all the systems you need to develop
- Work out where you strengths are, and where your opportunities for improvement are
- Start a fix it list of everything that's not working the way you want it to.

### ***Between 10 and 15***

Things are looking up. You're experiencing a fairly good return on the energy you invest into your business and have a good picture of why you do what you do, and where your business is going. You likely understand many of the strengths and weaknesses, both internally and externally within your business and have some mechanisms in place to manage these. You have some documented working procedures in place and are planning to develop more. You have a fairly organized and structured approach and are working towards creating a business that relies on you less and less. Verdict: You're in the drivers seat, but you might want to put your seatbelt on

#### **What you need to focus on:**

- Working out if your top priorities are really your top priorities
- Drafting your organization chart
- Drafting position descriptions for each role in your business
- Creating a template for standardizing your working procedures
- Start creating a formal Operations Manual

### ***Between 15 and 20***

You're on your way with creating a strong business management framework and continue to tweak it as needed. Your employees clearly know what is expected of them and you have developed great working relationships with them. They are heavily involved in creating working procedures and understand that they are all contributing to creating a smart working environment that produces consistent, predictable results every time. Your business is working for you now, and you are beginning to see some of the fruits of your labour. Verdict: You're firmly in the drivers seat and have your seatbelt firmly fastened!

#### **What you need to focus on:**

- Improving your management reporting so that you can better understand the health of your business
- Streamline your recruitment process
- Develop a proper induction process within your business
- Creating a culture in your business that values and understands that importance of continuous process improvement

## Over 20

You have a finely honed understanding of systems perspective and understand that everything is made up of systems that we can create, update and adjust to make work more effectively and efficiently, and your main focus is on growing your business. You have a clear picture of what you want your business to look like and you have a plan for how to get there. Within your plan, there is a strong focus on systems as the core component to make it happen. You also strongly focused is on innovation and improvement and your employees share these values – if something isn't working they have a process for fixing it. You sit almost outside and slightly elevated from your business and can see with ease what is working and what is not. Challenges in your business are handled with ease as you know that all you have to do is fix the system responsible for making it happen. Verdict: You might want to pull over to smell the roses, and check out the view on the way to the top!

### What you need to focus on:

Being the leader that you are growing your business!